

## **Escondido Union High School District Job Description**

**Job Title:** Job Coach  
**Employee Unit:** Classified Bargaining Unit  
**Job Family:** Instructional Support  
**FLSA Status:** Nonexempt  
**Salary Level:** 18  
**Approved By:** Board of Education  
**Approved Date:** August 30, 2011

### **NATURE OF WORK**

Assists disabled students in learning vocational skills by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Accompanies and transports students into the community job-site assigned.

Assists students in functional academics under direction of teacher.

Instructs students in areas such as personal-social skills and work-related attitudes and behaviors.

Assists students to experience success in performing tasks of increasing difficulty and that teach work values, such as self-improvement, independence, dependability, productivity, and pride of workmanship.

Assists students/teachers with necessary payroll functions.

Establishes and maintains rapport with employers, assisting them in identifying tasks that can be effectively learned and performed by the student assigned to that job site.

Assists employers in addressing, correcting and/or assessing progress of employed participants and monitors progress.

Accompanies individuals or small groups of students on public transportation.

Assists students with personal care needs at training sites.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED, plus post secondary training to provide the necessary skills to work with disabled students in the community job sites.

**KNOWLEDGE OF:**

Child guidance principles and practices, especially as they relate to special education students; problems and concerns of students with special needs; basic subjects taught in District schools, including math, grammar, spelling, language and reading; safe practices in classroom activities; basic instructional methods and techniques; correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills; interpersonal skills using tact, patience and courtesy; basic record-keeping techniques including computer applications; classroom procedures and appropriate student conduct.

**ABILITY TO:**

Read and comprehend simple instructions, short correspondence, and memos; write simple correspondence; effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization; add and subtract two digit numbers and to multiply and divide with 10's and 100's; ability to perform these operations using units of American money and weight measurement, volume, and distance; solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid California driver's license with good DMV record.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and use hands to finger, handle, or feel objects, tools, or controls. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

**COMMENTS**

The individual assigned to this position must demonstrate an ability to work independently, to work cooperatively with community employers, to respond to needs of students, to be responsible for maintaining close supervision of students to, from and at the job site, and to work well with teachers and Job Developers. As a representative of the Escondido Union High School District, this individual must present a professional, helpful and caring attitude, and must model the behavior expected of students.